



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
EXECUTIVE COMMITTEE

April 11, 2007
2:00 PM

ROOM 324A, RUG ROOM
MARIN COUNTY CIVIC CENTER
3501 CIVIC CENTER DRIVE
SAN RAFAEL, CALIFORNIA

MEETING MINUTES

Members Present: Steve Kinsey, Chair
Alice Fredericks, Town of Tiburon
Al Boro, City of San Rafael
Carole Dillon-Knutson, City of Novato
Joan Lundstrom, City of Larkspur
Peter Breen, Town of San Anselmo
Charles McGlashan, Marin County Board of Supervisors

Commissioner Members Absent: None

Staff Members Present: Dianne Steinhauser, Executive Director
David Chan, Programming Manager
Eric Schatmeier, Planning Manager
Li Zhang, Finance Manager
Denise Merleno, Recording Secretary

Chair Kinsey called the meeting to order at 2:15 p.m.

1. Chair's Report

Chair Kinsey reported that Farhad Mansourian, the Director of Public Works for the County of Marin will make recommendations later today for project funding under the Non-motorized Transportation Pilot Program (NTPP). The Board of Supervisors (BOS) will review these recommendations at their April 17 meeting. The Chair emphasized that after the BOS approves the list, follow-up steps will be required on behalf of the local jurisdictions to comply with specifics laid out in an agreement with the County, in order to move forward with projects. Mr. Mansourian has been asked to identify the sponsoring agency for each project. Chair Kinsey thanked the NTPP subcommittee comprised of Commissioners Fredericks, Lundstrom, Dillon-Knutson and Breen for their work in relation to this Program. Further, he noted that Mr. Mansourian appreciated the report submitted by this subcommittee.

He noted that he attended a meeting today at the Metropolitan Transportation Commission (MTC) and received a copy of their Annual Report which explains the support that is provided to Marin County through Regional Measure 2 (RM2).

The Chair reported that Carl Guardino, CEO for the Silicon Valley Manufacturers Group, is the newest commissioner to join the California Transportation Commission (CTC). Mr. Guardino is on a "90-day listening tour" and plans to attend TAM's Board meeting in May. The Chair urged committee members to bring transportation concerns within their jurisdiction to ED Steinhauser so that they can be passed on to Mr. Guardino.

2. Commissioner Comments

None.

3. Executive Director's Report

ED Steinhauser began her Report by providing details about the upcoming TAM Commissioner Workshop being held on Saturday, May 5. The day will begin at 9:00 a.m. and conclude by 2:00 p.m. A formal notice will be distributed by the end of this week confirming the location for the event. In addition to the Commissioners and their Alternates, invitations will be sent to TAM's Technical Advisory Committee members and alternates, Citizens' Advisory Committee members and alternates, Marin's Public Works Directors and Planning Managers. She added that Commissioners may invite their City Managers as they feel appropriate. Staff from SMART, Golden Gate, Marin County Transit District, MTC and Caltrans will also be invited.

Chair Kinsey suggested that an invitation be sent to the County's Community Development Agency, and ED Steinhauser agreed to add CDA to the list.

ED Steinhauser then described the content to be discussed at the workshop. Discussions will center around what various county agencies have done to implement the goals that were established previously in the 2003 Vision Plan, what new ideas should be considered to address meeting those goals, and what role TAM should consider taking on in the future.

She announced that April 23 has been set for a tour of the Central San Rafael Highway 101 project. All commissioners were sent an e-mail and asked to RSVP if they're interested in attending. The tour will begin at 1:00 p.m. at the Caltrans construction trailer located at 756 W. Francisco Blvd. Attendees should wear comfortable clothing and shoes. Hard hats and vests will be provided.

ED Steinhauser said that she will not be available at attend the Executive Committee meeting in June. After a brief discussion, it was agreed by the group to have the meeting and TAM staff will report to the Committee in place of the Executive Director.

ED Steinhauser reported that a number of vacancies will exist on TAM's Technical Advisory and Citizens' Oversight Committees due to term expirations at the end of May. She may ask the Commissioners for assistance in filling these positions if staff does not receive sufficient applications.

She finalized her report by reporting that she has been working with MCTD, Chair Kinsey, and the four North Bay Congestion Management Agencies to influence an MTC policy action on STA funding. This action would add funding to both MCTD and Golden Gate and would help with any shortfall in revenue that MCTD may experience.

Chair Kinsey thanked ED Steinhauser for her work on the Corridor Mobility Improvement Account with regard to the Marin/Sonoma Narrows. Funding has been awarded to Segment A of this project; however, she has been working diligently to garner consensus at the CTC staff level for flexible use of the funds between Segment A and Segment B. TAM staff hopes to receive an answer from the CTC soon.

4. Approval of Minutes from February 14, 2007 Meeting

The minutes from March 14, 2007 meeting were approved without revision.

5. Bike/Ped Facilities Maintenance Inventory/Maintenance Policy

ED Steinhauser reported that, in June 2006, the TAM Board considered two bike/ped path maintenance policy options: one was money spent by local jurisdictions for routine maintenance; the second was major maintenance of these paths. The Board was open to staff's proposals but did not formally adopt a policy. Instead, staff was directed to conduct an inventory in order to understand the scope and cost of maintenance of these paths. The inventory is being presented today so that the Committee could determine what should be the next step. The inventory was conducted on the North/South Greenway from San Rafael southward, as a representative area for study. TAM was attempting to address maintenance needs for projects that were imminent at that time – the Central Marin Ferry Connection, the Puerto Suello Hill path, the Cal Park Tunnel and the upcoming Central Marin Ferry Connection project.

Chair Kinsey clarified that the purpose of this inventory was not to define where maintenance would be performed but to come up with a meaningful "cost per mile" where ever the path may lie.

ED Steinhauser continued noting that there were two policy options, at that time, related to routine maintenance performed by the owner of path; and major maintenance which takes place every 10-15 years.

Option 1: TAM is open and encouraging of local jurisdictions to bring forward major maintenance projects for funding under TAM's TDA Article 3 program, one of the only sources of bike/ped funds eligible for major maintenance work.

Option 2: Use the interest funds from Measure A for a 50% matching program with the jurisdiction in charge of a given facility. She cited the example of a jurisdiction being eligible for a \$10,000 reimbursement when undertaking routine annual maintenance that costs \$20,000. Each jurisdiction, in seeking reimbursement, would provide proof that the work had been performed.

At that point, she introduced Eric Schatmeier who continued to report on this item. He noted that an Errata sheet was distributed to the group which indicated the corrections to the report that contributing jurisdictions provided after the report had been issued. He also asked the group to note that Table 8 on the report had been amended. Mr. Schatmeier noted that the result of the assessments yielded recommendations for a discussion of routine maintenance and what that entails along with the cost, and an elaboration on the costs of restorative maintenance. Currently, the cost range for routine maintenance is \$8,333-\$12,500/mile. The cost range for restorative maintenance for pathways in the North-South bike pathways between Mill Valley, Corte Madera, and Larkspur is \$1.2 million but \$1.4

million on a ten-year plan adjusted for inflation. Note that over \$800,000 of that cost is related to the replacement of three aged bridges.

ED Steinhauser summarized this item by saying staff researched other agencies for their "cost-per-mile" range for routine maintenance and it averaged from \$18,000 to \$25,000/mile. That cost made it difficult to offer a matching fund out of the Measure A interest funds. However, the \$8000 -12,000/mile range makes it feasible to consider this match program although a comprehensive inventory and how that relates into a dollar amount is not available currently but could be reported back to this group at a later date.

Chair Kinsey asked staff to prepare a map illustrating the North/South Pathway that combines the work that SMART and the county-wide plan has done in order to come up with a defined trunk system from one end of the county to the other. Then a decision can be made as to whether there is a role for the jurisdictions that warrants their participation in maintaining the paths in their jurisdiction.

In response to a question from Commissioner Fredericks who asked if this is a long-term plan, ED Steinhauser responded that it depends on how much interest funding is available. She added that a lot of money will be used for the Gap Closure over the next two years which means interest will not accrue at the same rate as it is now. She asked the group to consider the idea of implementing this as a pilot program.

Chair Kinsey advised the group that the work that has been done to date on this topic was meant to provide enough information so that a meaningful conversation can be had.

Commissioner Breen suggested that, perhaps, the North/South Pathway should be considered a freeway and maintained by one entity rather than numerous jurisdictions much the same way Highway 101 is maintained by Caltrans.

Commissioner McGlashan noted that MCBC asked for an "off the top" allocation for the North/South greenway and asked if this request should be revisited with a request to SMART and County to pitch in with TAM being the lead agency. ED Steinhauser responded that the off-the-top idea of using local infrastructure funding as requested by MCBC was not brought forward based on legal interpretation of TAM's Expenditure Plan. She added that County Counsel and DPW managers warned that this was not a decision that TAM could make.

Commissioner Dillon-Knutson voiced concern that some jurisdictions may not have enough money to put into the program to receive a 50% match from TAM and, consequently, their paths would not get repaired.

Karen Nygren asked that consideration be given to how projects would be prioritized. She suggested looking at the "usership" of a path to determine funding priority.

John Anastasio, MCBC, thanked TAM for the report. He said that MCBC supports the 50/50 match program and would like to see the language developed for jurisdictions to apply for the match funds. He asked that a consideration be given to using TDA Article 3 funds for major maintenance on the pathways.

Chair Kinsey advised staff that he would like to keep this discussion item moving forward with the intent of presenting it to the TAM Board for some type of action by the end of summer.

6. Performance Monitoring Report Presentation - MCTD

Amy Van Doren, Transit Planning Manager for MCTD, distributed an addendum to the report included in the agenda packet and an amalgam of the monthly reports that have been assembled since July 2006. She reported that MCTD signed their first funding agreement with TAM in 2005, which would fund and maintain MCTD's transit services at the existing level until a short-range transit plan was approved in March 2006. Additional service plans have been implemented since that time.

ED Steinhauser clarified that the report in the packet reviews the first 20 months of MCTD's operation and does not take into account service changes that were made in September 2006. The handouts show that productivity has changed since the service plan was implemented. She noted that the report meets MCTD'S reporting requirement as defined in TAM's Expenditure Plan. She added that MCTD has a regular update process of looking at non-productive routes for rebalancing the service.

Commissioner Breen noted that the school routes are faring the best in terms of revenue. He asked if MCTD is going to look at shortfalls and reducing lines or upping fares. Ms. Van Doren noted that MCTD could consider using shuttles instead of buses in order to cut costs.

Ms. Van Doren also suggested that MCTD is investigating implementing an aggressive marketing program. Service has changed and she believes that additional outreach needs to be done and more time given in order to build the market.

Karen Nygren asked if one could anticipate expansion of these services or an offering of new services. Ms. Van Doren responded that she is always thinking about maintenance and more effective service delivery as well as exploring other fund sources to help with that.

In response to a question from Commissioner Fredericks about monitoring the service to consider re-routing decisions, Ms. Van Doren replied that Golden Gate Transit requires MCTD to make those decisions on a quarterly basis.

Commissioner Boro left the meeting at 3:55 p.m.

Chair Kinsey asked that this item be agendized and instructed ED Steinhauser to select highlights from Ms. Van Doren's report for presentation to the full TAM Board. He commented that the format was unusual.

7. FY 2006/07 Third Quarter Financial Report.

Li Zhang presented this item and, given that the attachments were presented and reviewed by this Committee at its February meeting, she reviewed the highlights for the Third Quarter:

At the February meeting, Ms. Zhang noted that staff was looking at a 6% revenue increase in Measure A revenues. This increase trend continues but is much less than projections in January. Compared to the same time period in 2005, revenue is down by 3%. As a result, revenue estimates have been revised to \$20.5 million for 2006/07 for a 4.5% increase. Regarding expenditure activity, staff is expecting more activity in the fourth quarter with new projects about to be underway. Interest revenue remained the same as reported for last quarter.

8. Preliminary Budget Discussion – Revenue Forecast

ED Steinhauser asked the Committee for authorization to proceed with the recommended revenue estimate in establishing the budget so that cities and the county can know what to expect next year when formulating their budgets. Staff plans to keep estimates flat for next year and the two years after that with the expectation to grow revenue at a 2% rate which reflects the Bay Area CPI.

Chair Kinsey asked for a motion to authorize staff to proceed with the recommended revenue estimate for establishing the 2007/08 budget which was received and seconded. A vote was taken and passed unanimously.

9. Office Space

ED Steinhauser provided the Committee with a PowerPoint presentation to generally review office locations that staff has looked at since 2005. The first location that was considered was at 900 Fourth Street in San Rafael. This space was relinquished after lengthy negotiations stalled over who would pay for the required costly ADA improvements. In October 2006, staff received confirmation from MCTD that it was willing to cohabitate with TAM. Space at the Corporate Center in San Rafael was considered the most favorable site at that time, but negotiations fell apart when the owner refused to concur with the sublease. The tenant subsequently defaulted and the office space remains vacant. TAM staff continued to look at space throughout the county. Other factors recently came into play including SMART staff approaching TAM staff about cohabitating. Additionally, the County has advised TAM that TAM needs its current County sub-leased office space by September 2007.

She reviewed properties that are available in Northern Marin citing the lower cost and plentiful parking. The downside is that it has limited transit options and that access from the south is challenging.

She reviewed properties in Southern Marin citing the close proximity to Hwy 101 and a generally good pedestrian environment, but at a higher cost with limited transit options and a challenging access from the north.

She reviewed properties in Central Marin which staff had focused on in the past since it has better transit options, a good pedestrian environment, and easy access to the southern and northern parts of the county. However, the properties vary in age and condition and parking is not always available.

She concluded this item by advising the Committee that she is refocusing on the Corporate Center at approximately \$2.95/sq. ft. and requests authorization to pursue a lease.

Chair Kinsey opened the item to discussion and asked ED Steinhauser what TAM's portion of the lease on an annualized basis. She replied that it would be approximately \$150,000/year for TAM's pro-rata share. She added that SMART is willing to sign on to the space for a likely four years, with an ultimate goal of moving northward if the sales tax passes in 2008, and once they begin operations.

A discussion ensued including the size of the office currently used by TAM staff, the need for conference rooms for TAM's committee meetings, and availability of parking.

Chair Kinsey noted that while he supports the ED's desire to pursue space at the Corporate Center, he is concerned about the cost and the size of the space which is approximately 9,000 square feet.

ED Steinhauser agreed to conduct an additional cost analysis for this group but emphasized that the current space size is substandard and is hampering productivity and the ability to conduct business.

10. Hwy. 101 Update

ED Steinhauser reminded Commissioners that TAM, in conjunction with Caltrans will sponsor a tour of the Highway 101 Central San Rafael project on April 23.

11. Open Time for Public Expression

Seeing no others wishing to speak, Chair Kinsey adjourned the meeting at 4:30 p.m.